

Introductory Email

Dear [Participant's name],

Thank you for taking the time to participate in a diary study of the TTScribe. A diary study is a longitudinal research method, which helps researchers to learn more about usage behaviors and user experiences over time. The insights you share throughout this study will help to guide updates to the TTScribe and its software, as well as to help the TTScribe team have a better understanding of how the TTScribe fits into your current workflow. Throughout this process you will also be able to report bugs, share your thoughts on the current interface and suggest improvements to the TTScribe.

Before the study begins, please fill out this introductory survey: [Survey Link]

This 10 minute survey will help the TTScribe team to get a better understanding of how you currently use the TTScribe, what your goals with the TTScribe are, as well as information about you and any notification preferences you have for the duration of the diary study. Please respond to this survey by [Day Before Study Begins].

The diary study will begin on [Date] and end on [Date]. Throughout this two week period you will be asked to complete a short (5 minute) survey each workday, regardless of if you used the TTScribe that day or not. If you need to miss more than two days of filling out the survey, please feel free to reach out to me at carolyn@archive.org to reschedule your missed surveys.

Once you have completed your 10 entries, you will be asked to fill out one final 10 minute exit survey, which will focus on your overall experience with the TTScribe and any general thoughts feedback you have.

If you have any questions throughout the process, please feel free to contact me at carolyn@archive.org. I'll be reading through your entries daily and may periodically reach out with follow-up questions or feedback.

Thank you so much for taking the time to participate in this study. Your insights are invaluable to the continued development of the TTScribe!

Carolyn, on behalf of the TTScribe team

Introductory Survey

Agreement

The Internet Archive is conducting a diary study on the TTScribe and its software. The diary study will take place from [Start Date] to [End Date]. Your participation will help the TTScribe team determine where improvements can be made to the TTScribe.

Participating in this diary study is entirely voluntary. Your responses are for internal use only.

Do you agree to these terms and want to proceed with the study?

[yes] - move on to next page

[no] - end survey

Introduction

Thank you for taking the time to participate in a diary study of the TTScribe. Throughout the study you will be asked questions about your experience with the TTScribe. There are no wrong or right answers, we're simply interested in learning more about how you use the TTScribe and what improvements could be made to make using your TTScribe easier and more enjoyable.

Demographic Information

What is your name? [Free Text]

What institution or company do you work for? [Free Text]

Diary Study Preferences

Would you like to be sent a daily reminder to complete your survey throughout the study?

[yes, by text]

[yes, by email]

[no]

History with the TTScribe

When was the TTScribe that you use purchased?

[Less than six months ago]

[Less than a year ago]

[1-2 years ago]

Do you use Gold Package services?

[yes]

[no]

Do you use the Large Image Capture?

[yes]

[no]

How often do you use your TTScribe?

[daily]

[weekly]

[2-3 times a month]

[monthly]

[other]

How many different staff members use your TTScribe?

[1]

[2]

[3-5]

[more than 5]

What is the status of these staff members?

[full-time staff]

[part-time staff]

[volunteers]

On average, how many hours per day is your TTScribe used?

[less than one hour]

[1-2 hours]

[3-5 hours]

[5 + hours]

[other]

What digitization projects or plans are you using the TTScribe for?

[free text]

Are there any other thoughts or comments you would like to share?

[free text]

Daily Survey

What is your name?

[free text]

Did you use your TTScribe today?

[yes]

[no]

No TTScribe Usage today

What was the primary reason why you did not use your TTScribe today?

[free text]

Are there any other thoughts or comments you would like to share?

[free text]

Used the TTScribe today

What kinds of materials did you digitize today?

Check all that apply

[books]

[ephemera]

[maps]

[pamphlets]

[oversized]

[other]

How many pages did you digitize today?

[free text]

Did you meet your digitization goals for the day?

[yes, met goals]

[no, did less than expected]

[exceeded goals]

Satisfaction with digitization work today

[very satisfied]

[moderately satisfied]

[moderately unsatisfied]

[very unsatisfied]

What were the factors involved in how satisfied you were with your digitization work today?

[free text]

Was there anything about the equipment that got in the way or, alternatively, helped you to reach your goals?

[free text]

Did you encounter any bugs during your use of the TTScribe today? Are there any other thoughts or comments you would like to share?

[free text]